



Alwin Jose - Mcom,(CMA Pursuing)

CONTACT

✉ alwinjose094@gmail.com

☎ 971 551971363

📍 Dubai - United Arab Emirates

🌐 <https://www.linkedin.com/in/alwin-jose-b29759220>

PERSONAL DETAILS

Date of Birth : 02/12/1998

Marital Status : Single

Nationality : Indian

SKILLS

MS office suite

80%

Tally Erp

80%

Quickbooks

80%

V lookups

80%

Tax return filing

80%

Bank reconciliation

80%

Financial statements preparation,

80%

CAREER OBJECTIVE

"Results-driven and detail-oriented accountant seeking a challenging role where I can leverage my three years of experience in financial management, accounting, and compliance. Dedicated to maintaining accuracy and integrity in financial reporting, I aim to contribute my skills in Financial accounts to support the organization's financial objectives with my regularly updated academic qualifications.

EXPERIENCE

AOCS officer

25/7/23 -

IndiGo Airlines

5/12/23

- Managed and coordinated ground operations at Cochin International Airport, ensuring efficient aircraft turnaround times.
- Provided excellent customer service and problem solving skills with effective communication
- Made payments from customers and made report over the payment for the dialy submission, tallying the payment through cash and other modes together.
- Managed different allocations like ticketing,checking,boarding gates,arrivals improved my skills in decision making
- Collaborated with airline partners, ground service providers, and regulatory authorities to ensure compliance with industry standards.

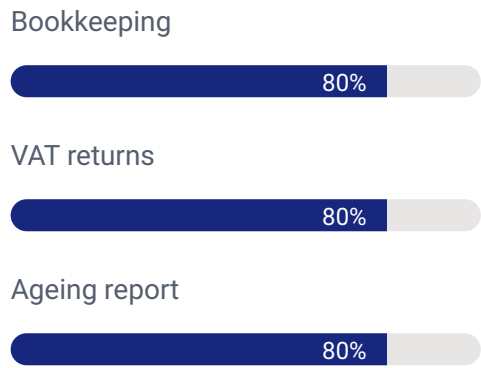
Accountant

20/10/21 -

Pilotsmith (India) Pvt.Ltd

28/5/23

- Independent handling of all accounting functions including general ledgers, preparation of profit & loss account and balance sheet.
- Researching and reporting on cost of various projects in company .
- Preparation of monthly payroll, cash flow statements ,various budgets and variance analyses.
- Proper maintaining of accounts payable and receivable accounts by co operating with creditors and debtors
- Making purchase orders, debit and credit notes and acted as an debit and credit controller
- .Prepared annual and monthly tax returns and tax compliance documents.
- Preparation of bank reconciliation statement. Liaison with multiple banks for facilities.
- Ensure smooth functioning of the quarterly and year-end audit and physical verification of stocks,. Conducting reviews and evaluations for cost-reduction opportunities.



ACHIEVEMENTS & AWARDS

Energy conservation volunteer (2014)

National service scheme NSS(2014-16)

Yogasans medication, pranayama (2016-17)

LANGUAGES

English - Read+write+speak

Malayalam - Read+write+speak

Hindi- Read+write+speak

German - Read+write+speak

Tamil- speak

Accounts assistant 15/02/21 - 28/9/21

Manappuram Finance pvt Ltd

- Executed daily financial transactions, accurate records of receipts and payments as a cashier and made financial statements reports daily.
- Providing excellent documentation service, throughout the loan application and repayment process with legal and regulatory requirements
- Assisting in internal and external audits of gold and cash by providing necessary documentation and information.
- Implementing strategies for loan recovery and managing regular interest payments from customers .

Assistant tax practitioner 01-04-20 - 13/01/21

P.J Rajesh Tax and Accounts

- Produced accurate journal entries,ledger entries, profit and loss A/c and balance sheet for different entities within the time limit
- Monitored accounts payable and receivable status, keeping financial records up to date.
- Made bills for some companies and maintained their accounts as per the suggestions
- Bank reconciliation statement and daily bank & cash receipt posting.
- Filing Gst for more than 12 small and micro enterprises with maximum accuracy and keep all payments historical records and data's up-to-date

ACADEMIC QUALIFICATIONS

Mcom specialized in finance 20-22

IGNOU

First class

PG Diploma in International Business Operations 20- 21

IGNOU

First class

Computerized financial accounting using tally erp 9 2020

Gov Lbs center for using science & technology

A Grade

B.com specialisation in Finance 16 - 19

Calicut university

First class

Diploma in logistics management 18-19

International Academy of logistics(AMC) kochi

First class

DECLARATION

DECLARATION I here by declare that all the above furnished details in my curriculum vitae are true to the best of my knowledge and belief.